

Creative Services Coordinator 1

SUMMARY: This position serves in the Office of Performance Management in the Division of Policy, Planning and Assessment, Department of Health.

DISTINGUISHING FEATURES:

1. Provides oversight for the Division of Policy, Planning and Assessment, the Office of Performance Management, and TDH Baldrige SharePoint sites. These sites readily share a variety of information to promote consistency across the state and the division; data facts sheets, articles, publications and survey results to avoid duplication of efforts; and Lean/Rapid improvement events occurring across the department.
2. Designs home pages, and ensures content, layout and branding is consistent with TDH site. Designs and reviews graphics and layout of articles, publications, newsletters, and charts.
3. Creates and conducts webinars and other trainings; with Baldrige Examiners, other partners and stakeholders across the regional health departments and 95 local health departments; to educate, train, consult and evaluate applications for the ongoing pursuit of Baldrige TN Performance of Excellence Center applications and other quality improvement activities and techniques.
4. Participates and prepares on-site trainings utilizing Adobe Connect, Adobe Captivate, Microsoft Office suite, Adobe Illustrator, Adobe Photoshop, and other technical programs to prepare training materials and training videos in support of these efforts. Utilizes graphics, charts, etc. in the most appropriate means to convey message.
5. Creates special reports, graphics, and charts for topics such as Tobacco Settlement, Baldrige, Community Health Assessments, Community Health Improvement Plans, and various other health and quality improvement related topics that are used by the Commissioner, Deputy Commissioners, and Assistant Commissioners across the Department.
6. Prepares materials and completes logistics for meetings and conferences. Creates surveying and reporting materials for department wide customers using Survey Gizmo and Scantron. Designs and develops reports from the results of the surveys.

MINIMUM EDUCATION AND EXPERIENCE: Required education – Bachelor's degree in public health or a related field; Preferred - Masters of Public Health or graduate level experience.

Experience - Two years of public health experience working in a health department or similar setting.

Experience in health promotion, training, and marketing is preferred. Advanced knowledge and skills in Microsoft Office, Adobe Creative Suite including Adobe Illustrator, Adobe Captivate and Adobe Photoshop highly preferred.

COMPENSATION INFORMATION: minimum \$3,075; mid-point - \$4,305 monthly
Negotiable – Commensurate with Qualifications

Please Note: A background check will be used as part of our hiring process.

How to Apply: Resumes can be emailed to Wanda.Benson@tn.gov and must be received by November 5, 2016. **Please note the title of the position that you are applying for in your email.**

The State of Tennessee is an equal opportunity, equal access, affirmative action employer.